



Minnesota Multi-Function Devices (MFDs)

New Contract and Standards
Contract Effective Date:
12/8/2008 – 11/30/2011





Contract Vendors

- Canon
- Ricoh
- Toshiba
- Xerox

Manufacturers can sell to State, Cities, Counties Education and certain Non-Profits (CPVS)



Beyond Copiers ---

HOW IS THIS DIFFERENT?

- OET+Admin+Agencies+CPVs = Team effort
- Purchasing Experts and IT experts join forces to determine best deployment of Resources
- Managing Print Behaviors
- Standards – Continue to review to ensure we are on track and meeting Agency needs



Contract Scope

- Contracts were created to facilitate purchase of any and all vendor products
- Puts Vendors Catalogue on Contract for Segments 1-6 in B&W and Color
- NOT for production printing



New vs. Old Contract

- Includes Purchase, Rental and Maintenance
- Maintenance is calculated separately (not included in Rental)
- Supplies INCLUDE staples
- Vendors committed to assisting with Managing Print Behaviors



Contract Websites

- Administration – Ordering
Information/T&Cs/Standards Price
Comparison – See Release C-1005(5)
- OET - Standards/Pricing/Exceptions
- Vendor - Products



Contract Resellers

- Manufacturers use Resellers to service and sell to MN
- Buyers are not obligated to meet with Resellers – the Contract has all ready been bid.
- Let Admin know problems with competing resellers
- Admin is able to remove resellers for poor performance



Managing MFDS

- Maintenance is NOT included in the price
- Ensure vendors are accountable
- Demand accurate Assessment, Reporting & Invoicing
- Keep in contact with Admin with any problems



Best Practices

- KNOW YOUR USAGE!!! -Collect accurate data
- Analyze rent vs. purchase decision
- Partner with Contract Vendors
- Match size of machine with needs of the entity
- Identify wasteful printing practices
- Encourage secure printing
- Monitor and manage AFTER placement



Reporting

- Usage, sales, and maintenance reports.
- Reporting controls costs & manage fleets.
- Software tracking of networked machines
- Enterprise wide reporting to the State
- Measure uptime, clicks between preventative maintenance, response time



Pricing

Significant Savings!

- Clear and consistent pricing
- Format enables clear pricing comparison between vendors
- Let Admin know of discrepancies



Expect Outstanding Service

- Technical support – not just maintenance
- Installation done right the first time
- Commitment to aggressively manage and update the State on new technologies
- Provide print assessment



Environmental Responsibility

- Promote energy conservation, recycling, take back programs, toner cartridges
- Document Work Flow processing – moving from printing/copying to electronic paper processes
- Fleet Management - redeployment of machines



Multi-Function Device Standards

Black & White

Small, Medium, Mid-Large, Large & High

Color

Small, Medium, Mid Large, Large



Why Standards?

- 80/20 Rule
- Keeps the State technologically up to date
- Consolidates purchasing to limited number items
- Competes pricing throughout the Contract
- Standards Pricing must be = or better than Contract Pricing



Standards Save Money

- Product selection and procurement is quicker, easier and less expensive (no RFP)
- Cost to maintain set of standard products is lower than cost to maintain set of non-standardized products
- Promotions – if Vendor offers special promotion – let Admin know so we can offer to ALL entities.



Exception Process

- Exception process for non-standard products
- State Agencies Utilize TRS System to request exception
- CPVS do not need to file for exceptions – however, must stay within scope of contract (no production printers)